## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on con 30334. Phone - (404) 6	npleting this form contact DHR Records Manage 56-4976 GIST: 221-4983	ment Unit, 4	7 Trinity Avenue, Atlanta, Georgia X
19	1. GEORGIA DEPARTMENT OF HUMAN RESOU	BC de	ARCHIVES AND HISTORY
DHR	Office of the Commissioner	nces	Application Number
Application Date of the annual of the	Budget Services Unit-Room 630-H		75-240-A
8/27/82	47 Trinity Ave, S.W.		Date Received Date Completed
Application Number	Atlanta, Ga. 30334	Caulific	007
82-51			AUG 3 1 1982   OCT 2 9 1982
2. Person to Contact	- Working	Title	Telephone Number 🐰
Diane Champion	saires of boliver arms. Administ	rative Se	cretary 656-4472
3. Action Requested			140
a. Establish Retention Schedu	ile; record will continue to accumulate.		Retention Instructions
b. Dispose of present accumu	lation; no further accumulation anticipated.		List Of Inclusive Materials  e;
c. Amend Application No	·		e; 🗆 void
4. Dates of Series	5. Records Series Title (followed by title used in office	e; If different)	
Earliest Letest	7,77		
	Budget (DHR STATEWIDE) Files		,
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to managers and plan health planning prog 7. Records Series Description Documents relating to: plan inst Included are: Form 5420 Budget-Page 2; For Quarterly Allotment Activities Summary, Budget; Form 5477 ((R.5/82) Amendment-Amendment-Annual Op OPB forms, which re Budget drafts; mem	Unit has the responsibility for property for meeting the expectations rams, and to support the Managemen This file contains the following documents lindude forming, coordinating, reviewing, and itutions and divisions of DHR; inc (R.4/79) Annual Operating Budget-Property and Annual Operating Budget-Property form which reflects cumulative actions (R.5/82) Amendment-Annual Operating Annual Operating Budget-Activity Forming Budget-Schedule of Federal flect the approval of DHR budget; sos; and related correspondence	t Team (Sem numbers and approving luding Hosage 1; Fodget-Schee 5425 (R.7 approved Budget Deiniancial and Other Breakdown	ee Continuation Sheet)  titles, Hany): Attach semples of the file.  operating budgets for  spitals.  orm 5421(R.7/81) Annual Operation fule 1-Personal Services Detail  /79) Quarterly Allotment Reques by the analyst on the Operation epartment Summary; Form 5478  Summary; Form 5479(R.2/81) r Funds; supporting documents,
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twenty-five months and older	The state of the s		<u> </u>
9. Annual Rate of Accumulation of	r Records	<b>E</b>	
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x					
X c. is this a vital reco					
X d. Does this series h	eve historical or long term re	search value?	<u> </u>		
	documents in the file make	it necessary t	to keep the entire file for	a long period, could t	nese documents
X be scheduled sepa	retoly?		Maria and an and an and an and an an and an an an and an	m D.L14-L	information on hide
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## #6 Division and Office Function (continued)

in Department-wide planning projects. This office also provides a central authority in the Department to uniformly develop, interpret, manage, and provide assistance in the administration of the Department budget; provides information; maintains a listing of fiscal resources; and acts in the capacity of liaison with the Regional and National Offices of Health and Human Services on Federal Fund projections.

## Application

	RECORDS MARACEMENT DIVISION
front and reverse of this form. Sign original and two sopies	Date Received Application No Pate Complete:
	DCT 10 1975 75-240 OCT 22 1975
	Person to ontert
sioner	Mrs. Van Gaines
Unit - Room 506-S . W Atlanta, Georgia 30334	Budget Analyst 6.56-4343
	OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED.
9 Exact Series Title Budget (DHR State-wide) Files	
	front and reverse of this form. Sign original and two copies and forward to reportment of archives and Mistory, Attention for Human Resources sioner Unit - Room 506-S  S. W Atlanta, Georgia 30334  SPOSITION STANDARD; CONTINUE TO ACCUMULATE.  DISP NO F  9. Exact Series Title

The Department of Human Resources, headed by the Commissioner, is responsible for the planning, organizing, directing, coordinating and controlling the delivery of services to the residents of the State of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs, Federal food programs, and medical assistance programs; administration of the delivery systems for services directed to indigents, children and consumer information; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department and suggesting improvements in these programs; and supportive setvices.

The Planning and Budget Unit has the responsibility for providing planning and technical assistance to managers and planners for meeting expectations of the Federally funded comprehensive health planning programs, and to support the Management Team in Department-wide planning . This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to planning, coordinating, reviewing and approving operating budgets for institutions and divisions which comprise the Department of Human Resources (including hospitals).

Included are: See attached list -- also included are:

OAS (6)-71 (Schedule I -- Personnel Services Detail), which gives information as to salaries by quarter.

OAS (6)-73 (Schedule II -- Regular Operating Expense and Line Item Detail), giving information as to operating expenses by quarter.

OAS (6)-70 (Budget Summary), which combines salary and operating expenses, fund source, and explanation of need for budget amounts.

The file is arranged by fund code; thereunder numerically by unit code.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIEN	Br of Drawers	Cu. Pt of Becords		Bo. of I		Cu. Pt. o	r Records
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11 information - estimated State-wide				1011	test Year's	Year's	A. Frior
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